

November 2, 2020

Human Resources Generalist Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for a new team member to join our Management Team as a Human Resources Generalist. We offer an excellent work environment and competitive company benefits. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

- ❖ Resiliency
- ❖ Collaboration
- ❖ Inclusion

For more information about the John Howard Society of Waterloo-Wellington visit <http://www.waterloo.johnhoward.on.ca>.

Position Title: Human Resources Generalist

Position Summary: The Human Resources Generalist is a permanent full time (35 hours a week) management position primarily working 8:30-4:30 weekdays with some flexibility for evening or weekend work. This position reports to the Executive Director, and works mainly out of the Kitchener office but will also work out of our Guelph and Cambridge offices occasionally and periodically attend offsite meetings. A driver's license and reliable vehicle are required for the position.

Responsibilities:

- Oversee selection, hiring, and onboarding systems (e.g., recruitment, review cover letters/resumes, set up interviews & interview schedules, conduct reference checks, preparing job offer letters, orientation, etc.) for new hires/student placements
- Administer payroll through Ceridian including deductions
- Data entry and reports to track employee vacation and other leaves
- Journal entry preparation and payroll ledger administration to support accurate costing/expensing to program budgets and timely reporting
- Provide HR related information to the agency's auditor to support the audit process
- Updating Agency policies and job descriptions and creating new ones as required; creating and updating work unit procedures for human resource management functions; maintain training logs; and conduct exit interviews
- Prepare staffing and HR analytic reports for funders, management, and the Board of Directors
- Assist with Collective Bargaining process and labour relations matters including grievances
- Handle all aspects of benefits and pension administration
- Provide support to managers on key workplace matters and sensitive workplace issues and conflicts, including performance issues & investigative reporting, as requested by managers
- Serve on the Agency's Joint Health and Safety Committee
- Ensure human resource practices are compliant with legislation and the Collective Agreement
- Manage human resource files and records

- Provide cross coverage for components of the Finance Manager and Administrative Specialist portfolios and facilitate cross training/coverage capacity within the management team more generally as directed by the Executive Director
- Other duties as assigned

The following are essential skills, abilities and requirements for this position:

- Bachelor's degree in Human Resources, Industrial Relations, Industrial/Organizational Psychology, Business Administration, or Business Management, or equivalent
- Three years' direct experience in a human resources capacity preferably in the public sector or non-profit/charitable sector
- Strong knowledge of human resource practices and processes particularly in the areas of employment law and labour relations, and a thorough understanding of Ontario payroll regulations. Human resources related designation (e.g., CHRP) is an asset.
- Understanding of organizational systems (i.e. production, human resources & management) and a commitment to continuous improvement strategies
- In depth knowledge of and experience with investigative processes, conflict mediation, performance management, discipline & dismissal, human rights & disability management issues
- Excellent project management, report writing, presentation and analytical and organizational skills including time management and planning
- Ability to make efficient and sound decisions for complex issues including a proven ability to deal with sensitive matters in a timely and confidential manner
- Attention to detail with the ability to manage multiple priorities in a fast paced and deadline driven environment
- Excellent interpersonal and coaching skills; demonstrated high level of customer service and confidentiality
- Excellent oral and written communication skills
- Self-sufficient, highly motivated and results-oriented
- Current clearance from a criminal records check. Must be able to meet criminal and other offence/conviction screening criteria necessary for the Agency to maintain its contracts, insurance requirements and charitable status.
- Computer proficiency in Microsoft Office ® including Outlook, Excel, PowerPoint and Word; internet searches; human resource management database systems; payroll software; social media and virtual meeting platforms (e.g., Zoom). Familiarity with accounting software.
- Joint Health and Safety Committee certification an asset
- Proven ability to work independently and as part of a team
- Fluency in French would be considered an asset

Interested candidates should submit a cover letter and résumé by 3 pm EST on November 16, 2020 via email to hrjob@waterloo.johnhoward.on.ca. The job title must be included in the subject line of the email.

We are an equal opportunity employer. While we thank all applicants, only those invited for an interview will be contacted. If you have a disability and require support during the selection process, you are encouraged to identify your needs if you are selected for an interview. If selected for an interview, you must email provide proof of credentials (degree(s), diplomas, designations, etc.) by a specified date and time. Failure to provide proof of credentials to the satisfaction of the Agency will result in your interview being cancelled. Candidates are encouraged to compile this information to have ready if requested.